

# November 21, 2013

# NDAA Child Abuse Program Director

NDAA is seeking a program director to manage its child abuse grant programs. Send resume and letter of interest to <a href="mailto:hr@ndaa.org">hr@ndaa.org</a>. See details and deadline below.

## **Program Director**

Performs a variety of professional, administrative and managerial duties related to planning, organizing, controlling and directing the day-to-day operations and functions of an assigned prosecutorial program or comprehensive training initiatives. Manages and performs the development and implementation of budgets, curricula, training and technical assistance related to prosecutorial specializations, i.e., child abuse, sex crimes, trial advocacy, courtroom technology, juvenile justice, cyber crime, etc.

### **Minimum Qualifications**

Education and Experience: Graduation from college with a doctor of Jurisprudence degree (JD) degree and eight to ten years of progressively responsible experience in criminal prosecution; or an equivalent combination of education and experience.

### Knowledge, Skills, and Abilities

Considerable knowledge of rules of evidence; criminal case law; trial and courtroom practices, processes and procedures; managerial, operational, political, community and economic issues related to or affecting legal/criminal prosecution; legislative processes of state and federal government; laws, policies and regulations governing the criminal prosecution; principles of supervision; organizational communication, design, and motivation techniques; business and technical writing; professional requirements related to the retention of law licenses and the educational standards related to CLE courses and training; copyright laws; professional fund accounting standards and ethics; generally accepted accounting principles; internal control principles and methods of application; laws and regulations pertaining to financial reporting; budgetary principles; creative problem solving processes and facilitation methods; political environment associated with intergovernmental criminal justice programs. Working knowledge of computer applications (MS Word, MS PowerPoint, Adobe Acrobat), marketing methods, and information technologies; legal guidelines related to lobbying processes and methods.

Ability to apply for and implement budgets; plan, organize, direct and supervise the work of subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with elected officials/prosecutors, legislators, executives, administrators, managers, boards, department heads, employees and the public.

#### Special Qualifications

Must be licensed to practice law.

#### **Application instructions**

Please send a cover letter and resume as well as any other documents stated in the posting to <a href="hr@ndaa.org">hr@ndaa.org</a>. Please indicate which position you're applying for in your cover letter and the subject line of the e-mail. Submissions without position preference or those missing any materials may not be considered.

Deadline: December 2, 2013